

**BOARD OF HEALTH
MEETING MINUTES
Thursday, December 15, 2016**

**ATTENDEES: Elaine Wozny, Chairman
Joan Searl, Member
Deborah Ketchen, Health Agent
Anita Wright, RN, Public Health Nurse
Lori Bentsen, Administrative Asst.**

Meeting Open: 5:45 PM

AGENDA:

The first item on the agenda is review and approval of minutes. The Board approved meeting minutes of October 20, 2016 and it was a unanimous vote.

The next agenda item is the FY2018 Budget package from the Finance Director dated December 7, 2016. The Board discussed departmental needs and it was agreed to request the allowed 2% increase for the Board of Health expense line item. Anita Wright told the Board that it would be immensely helpful for her to have a computer for her job responsibilities. Deborah Ketchen told the Board that there are Emergency Preparedness Coalition funds available for a laptop computer. The Board asked Anita to give the computer specifics that she desires to Deborah so that she may request to purchase a computer from the Coalition. It was also noted by the Board that the Finance Director is requesting no employee salary increases at this time. The Board approved the budget and asked Lori to submit the BOH budget to the Finance Director.

The Board asked Ketchen for an update on the water quality at the Bagnall School. Ketchen told the Board that there were three (3) water bubblers that had elevated levels of lead. Ketchen said that those bubblers have been disconnected and are not being used. Ketchen said school officials haven't decided if the bubblers will be repaired or removed. She told the Board that she will be attending a meeting that Superintendent Mulqueen will be holding on Tuesday, December 20th. Ketchen said she will email the Board with a summary of the meeting.

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The last agenda item is food establishment inspections. The Board discussed that for the last two years the food inspections have been done by contracting with Merrimack Valley Planning Commission and hiring one of their inspectors to do the food establishment inspections twice a year at a cost of approximately \$1,400 per year. The Board stated that they would like the health agent to perform the food establishment inspections. The Board asked the health agent to begin the winter food establishment inspections as soon as possible.

Meeting adjourned 7:50 PM

Next Board of Health meeting is scheduled for January 19, 2017.